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A G E N D A

Career Service Panel

6 February 1967

0900 hours  
Room 607 - Conference Room

1. Review of minutes of 7 December 1966 as corrected and minutes of 11 January 1967.

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2. Promotion Actions  
[REDACTED]

3. Policy Discussion on Release of ORD Career Service Panel Procedural Information to the Staff.

4. Competitive Evaluation of GS-12s.

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5. Re-schedule CSP meeting date from Monday, 6 March to Wednesday, 8 March 1967. (Request from [REDACTED])

Attachment:

Competitive Evaluation List - GS-12s

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CAREER SERVICE PANEL  
Minutes of the Meeting  
6 February 1967

Attendees:

Chairman  
(on Sick Leave)

25X1A9a

25X1A9a [REDACTED] Recording Secretary

25X1A9a 1. [REDACTED] Chairman called the meeting to order at 0907 hours.

25X1A9a 2. [REDACTED] requested that Item 11, third paragraph,  
25X1A9a line 6, minutes of 11 January 1967, be changed to read: [REDACTED]  
stated that this course is not in lieu of the DD/S&T Career Development Course.

Minutes for December 1966 and 11 January 1967 were then approved.

25X1A9a 3. The Chairman asked for a report from [REDACTED] on ORD  
25X1A9a promotion actions. [REDACTED] reported that four actions had been approved as follows:

25X1A9a [REDACTED] from GS-14 to GS-15  
25X1A9a [REDACTED] from GS-14 to GS-15  
25X1A9a [REDACTED] from GS-6 to GS-7  
25X1A9a [REDACTED] from GS-5 to GS-6

25X1A9a 4. The next item on the agenda, Policy Discussion on Release of ORD Career Service Panel Procedural Information to the Staff was then discussed by the CSP. The Chairman asked [REDACTED] to prepare, in administrative form, the three policies approved by D/ORD: Competitive Evaluation and Promotion Actions, Grade Level Criteria, Training Criteria, and the semi-annual report on CSP activities and circulate this package to the members of the CSP in order that they might be prepared to discuss it at the March CSP meeting. A decision will be made then as to whether the complete package should be distributed to the employees of ORD.

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5. Discussion followed on the Competitive Evaluation of GS-12s. [REDACTED] reported that the timing on turning in Fitness Reports and the competitive evaluation was not right and he distributed a revised time schedule to the members of the CSP to replace the one included in the Competitive Evaluation and Promotion Actions Report dated 30 September 1966 which was approved by the D/ORD.

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Motion was made by [REDACTED] that the CSP accept the revised time schedule submitted by [REDACTED] to be included in the Competitive Evaluation and Promotion Actions report dated 30 September 1966. [REDACTED] seconded the motion. Vote was unanimous.

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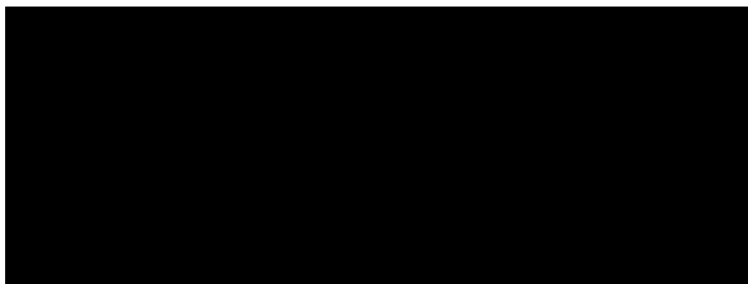
6. The Chairman then stated that competitive evaluation of GS-12s, according to the new schedule will be taken up by the CSP in March. The following assignment was made:

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- a. Fitness Reports on GS-12s to be considered should be prepared by their respective divisions.
- b. Each division chief must prepare a rating on the employee, to be considered under the GS-12 listing, within his division, and get the rating in to [REDACTED] this month.
- c. Also, each of the division chiefs were assigned one other folder from another division and they were requested to review that folder and be prepared to comment on the individual in comparison to the division chief's rating at the March CSP meeting. [REDACTED] will circulate the folders to those CSP members who have been assigned an individual from another division.

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Assignment of the above is as follows:



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- d. The CSP will make an office competitive evaluation of the eight GS-12s.
- e. Division chief can discuss an employee with the individual's division chief but they cannot come to any agreement.

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7. The CSP discussed the policy with respect to personnel slot allocations within ORD. The Chairman stated the following:

- a. This was not a CSP matter and should be discussed at the Staff Meeting.
- b. The D/ORD will not take a slot from one division and give it to another division without the approval of the division chief concerned.

8. Meeting of the CSP was scheduled for 6 March 1967 at 0900 hours.

25X1A9a 9. The Chairman then presented the request for a Quality Step Increase on [REDACTED] RP.

25X1A9a A question was raised as to whether requests for Quality Step Increases should be presented to CSP. The Chairman asked for guidance from [REDACTED] stated that other panels in the Directorate consider these requests and make recommendations to the Director of the office. He stated it was not a requirement that it come from the Panel. He stated that the Director of Personnel approves QSI's after the requests have gone through the Directorate.

25X1A9a [REDACTED] moved that [REDACTED] Chairman of the CSP discuss the problem of Quality Step Increases with Mr. Chapman, D/ORD as to whether or not the CSP should be involved in the review and recommendation actions on Quality Step Increases. Motion was seconded by [REDACTED] Vote unanimous.

10. Meeting adjourned at 1020 hours.

25X1A9a [REDACTED]  
Executive Secretary, CSP /

APPROVED:

25X1A9a [REDACTED]  
Chairman

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